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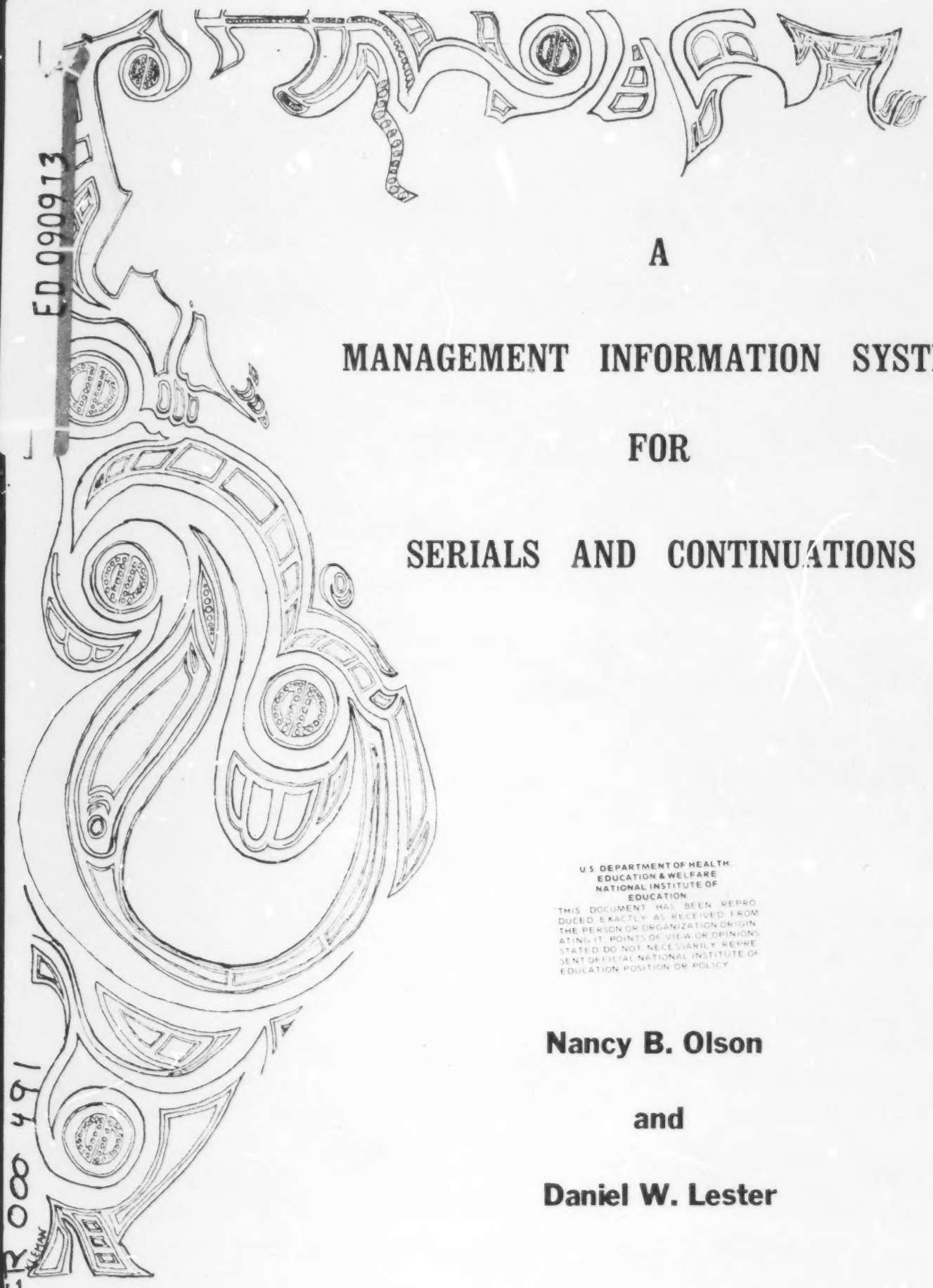
ABSTRACT

Cutbacks in funding and personnel required the Mankato State College Library to gain more effective control over its serials collection. The task was to integrate the various data, some unrecorded, on standing orders and serials holdings and to produce for the library directors specialized lists of many types: all titles ordered from a specific vendor, titles to be dropped, and other lists to satisfy administrative needs. In the interest of speed, it was decided to use a computerized system. The record format for serials was expanded from a two-card-per-unit-record system to one that allowed for multiple-line main entries and titles, locations, holdings, internal notes, subscription details, and other fiscal and cataloging information. Records are constantly revised as new, or more complete, information comes in. Along with the production of administrative data, the system can quickly generate lists for public and faculty use and to meet special requests. Lack of outside programing support for the project proved to be an asset, rather than a liability, for having the same person doing the programing and bibliographic work reduced manual checking and handling of data. The appendix includes sample materials generated by the system. (SL)

ED 090913



A

MANAGEMENT INFORMATION SYSTEM

FOR

SERIALS AND CONTINUATIONS

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EDUCATION & WELFARE
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and

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IR 000 491

How can a library handle a drastic budget cut when it has little idea what its annual obligation for standing orders, blanket orders, periodicals, serials, memberships, and other continuations really is? This is the problem we are facing in the Media System at Mankato State College.

THE PROBLEM

It happened because we experienced a decade of rapid growth in budget, materials, and numbers of students, faculty, and librarians. "In the old days", when one person handled ordering, receiving, and check-in of all materials, the standing orders were not recorded anywhere. The librarian knew what they were; he had ordered them and recognized them on receipt. There was always enough money to pay for them as they arrived.

Then he left.

As the system grew rapidly, supplemental legislative allocations to build the collection for accreditation by various agencies increased the materials budget to over $600,000 per year. Little extra money was allocated for additional personnel to verify orders, receive materials, or process books. Additional funds would often be released near the end of a fiscal year and would have to be spent within days. To develop the collection rapidly, many items were placed on standing order or as other types of annual obligations. There wasn't time or staff to keep adequate records of these orders; and there was little urgency to do so as the money was always there to pay the bills. The need for better control of these items was long recognized and various people made attempts at improving the system, but other pressures were greater.

Then the tide turned.

Student enrollment dropped. Supplemental funds from all sources were reduced or eliminated. Staff cuts including professionals, clerks and students began. The Media System didn't know what it was obligated to pay each year.

THE SOLUTION

To assist in gaining control of standing orders and other types of annual obligations, the media system had available in the library a complete unit record system with which we had been producing a periodical list for two years; a remote job entry terminal to the college's Univac 1106; one librarian with several years experience in library automation and serials; and one librarian with a little experience in serials, automation, and one course in programming. We also had several lists and files of supposed standing orders and many people in the system who "knew" of specific standing orders, or a depository account or details of a membership.

Our task was to develop a system to gather all this information, to clean it up, and to come up with some totals as well as with accurate lists of the various types of orders. We were also asked by the Media System Directors to provide specialized lists of many types: all titles ordered from a specific vendor, titles to be dropped, materials to be ordered direct from the publishers each year, and other lists to satisfy administrative needs.

Our first decision was to use the computer to manipulate the data and produce updated lists in various formats containing all known information about each entry far faster than could be accomplished manually. Our next decision was to expand the basic record format we had developed for periodicals. Our major limitation was the unavailability of programming support from outside the Media System.

Our record format was expanded from a two-card-per-record unit record system to one that allows for multiple-line main entries and titles; locations, sub-locations, form of material, call number, and holdings for each of as many as nine subscriptions per title; cross-references; internal notes; public notes; annual price, number of subscriptions, vendor code, department code, serial type, publication status, receipt status, and other fiscal and cataloging information.

An eight digit serial identification number was assigned to each record to keep the entries in alphabetical order and to serve as the record number that was punched in each card. A three digit card type and continuation code was used, giving a theoretical maximum of 999 cards per record. The serial identification number appears with the record on every type of printed output for easier reference by those submitting corrections, and for use in future update programs. This type of record-building proved fortunate since we have been forced to continually add new types of internal notes. We have easily added codes and notes such as TO BE DROPPED, for instance, and produced a total list with these entries identified for the user, as well as selectively printed lists of only the entries with each type of note or code.

This past year we have coded and keypunched the records from each known standing order list and file; added call numbers and holdings from the card catalog and shelf list; checked the resulting list against the serials shelf list and added anything that might possibly be a standing order. In addition, we checked the total list against the past year's purchase orders, adding anything that was remembered to have been purchased on a continuing basis, as well as adding purchasing information for existing entries; and checked the list against Cumulative Book Index for prices and series information.

We are checking all incoming possible standing orders against the list, also. The lists are constantly being revised as entries are changed, new entries added, and dead, monographic or duplicate entries eliminated. Many people have been questioned concerning details of memberships, depository accounts, blanket order, and subscription plans. This information is added as gathered, usually in the form of internal notes with the name of the person or source. Meanwhile, academic departments have been evaluating sections of a list arranged by call number to decide which titles are to be dropped.

We are producing on a regular basis alphabetic lists by main entry containing all information concerning non-periodicals for use by the receiving, cataloging, and bibliography sections. For public reference use this data is combined with the periodicals data to provide a comprehensive serials list which contains those parts of each record needed for public use. We also provide lists arranged by classification number for use by bibliographers and reference librarians; as all serials are classified, this provides a temporary substitute for a subject list of serials. Specialized lists and exception reports, such as all entries for multiple subscriptions or items costing over $50.00, are produced on demand. Edit lists are produced as needed.

We have not yet been able to predict all of the types of special reports that have been needed. As new budget crises develop, new types of lists are needed and will be produced. These special reports are always needed urgently. Our first experience of this type was a request for a list of all current periodicals in call number order to be duplicated and distributed to faculty for them to select subscriptions to be cancelled. This list was needed within two weeks of the request. At that time, our only indication

in the keypunched record of a current periodical was the presence in the holdings statement of a hyphen followed by a space, the traditional open-entry format. So we programmed to build records, search the holdings for this combination of characters, sort the selected records in call number order, and print a report.

There have been many experiences of this type. Our ability to meet them demonstrates, we think, the definite advantages of having librarians familiar with serials doing the systems design, the programming, the editing, and the report design, as well as keeping the whole operation moving as efficiently and rapidly as possible under the conditions.

This one example also illustrates another advantage of our system over a manual system; the ability to produce an extensive specialized list within a short period of time. In the above instance about 6650 records were checked by the computer to find the 3127 current titles; then the current titles were sorted by call number and printed. A report that would have taken weeks of clerical labor was produced in less than two hours. The program took about a week to write, but it has since become a basic program on which many others have been built. Still, the whole project was completed more accurately and in less time than would have been possible manually from the existing records.

The other point that should be stressed is our use of the computer to assist in cleaning up the data. We began with titles and call numbers and have added more data as information is received and revised, as prices are added, as main entries are corrected. The system is constantly expanding in types of data, in number of entries, and in types of output.

We have been quite concerned with the appearance, legibility, and conciseness of our output reports. We have several basic formats which are

varied as needed for specific reports. If a report is to be printed for distribution, we are also concerned with minimizing reproduction costs, if possible. We are always careful, however, to produce a readable, useful report; it makes little sense to save a few dollars on reproduction costs if the result is a poor product.

The system has grown from a two card unit record periodicals book catalog to one including documents, serials, standing orders, other continuations, and the periodicals holdings for four other colleges. The data base now includes over 11,000 titles of all types.

Lack of outside programming support has not been the liability we originally thought it would be; in fact, it has usually been an asset. All programming is done in ANSI COBOL and is basically modular. Having the same person collecting and editing the data and also writing the programs has been an advantage to us. Our operation is small enough to do this, as a full-time programmer couldn't be kept busy with our present level of automation. The person doing both the programming and the bibliographic work can spot idiosyncracies in the data that need to be considered in programming and knows the programming techniques that will reduce manual checking and handling of the data.

Although the development of our management information system is continuing now and will probably never cease, we feel that we have already begun to realize a return on our investments in planning and programming. The system has assisted in data collection and editing, provided new information and reports for library managers and library users, and provided techniques to eliminate duplicate effort and files throughout the Mankato State College System.

APPENDIX

Reports Produced

Serials Worksheet

Sample Pages

- *Continuing obligations -- public list*
- *Continuing obligations -- internal list*
- *Continuing obligations -- by class numbers with sub-totals*
- *Continuing obligations -- individual subscription price greater than $100*

REPORTS PRODUCED

on a regular basis or as needed.

For internal use (with part or all of public information plus details of purchase, retention, cancellation, etc., as available) in alphabetic order unless stated otherwise.

- Coding list
- Proof list -- periodicals
- Proof list -- continuing obligations
- Current periodicals
- Current periodicals; by class number
- Current periodicals; by class number with those to be canceled so marked and with appropriate sub-totals and summary
- Periodicals master file on card stock
- Edit lists: records without titles
  records without class numbers
  records without holdings
  class numbers improperly punched
- Continuing obligations (non-periodical serials plus memberships, depository accounts, service plans, blanket orders)
- Continuing obligations; by class number with probable and questionable obligations so marked and with appropriate sub-totals and summary
- Continuing obligations to be canceled with totals
- Questionable obligations with totals
- Probable obligations with totals
- Standing orders to which we have more than one subscription
- Continuing obligations with individual prices greater than $100 per year

REPORTS PRODUCED

For public use; alphabetic order unless stated otherwise.

Periodicals; Mankato only

Periodicals; 5 colleges

Serials; Mankato only

Serials; 5 colleges

Periodicals; by class number

Valley Campus branch library holdings

Valley Campus; by class number

Planned for Spring and Summer, 1973

Current periodicals by vendor with relevant information and totals.

Current periodicals by department charged with relevant information and totals.

Continuing obligations by vendor with all information and totals.

Continuing obligations by department charged with all information and totals

Continuing obligations check-in forms.

Continuing obligations check-in weekly status reports.

MANKATO STATE COLLEGE LIBRARY SYSTEMS

SERIALS WORKSHEET

ISSN.

CODE

MAIN ENTRY. 05=PERSONAL; 06=CORPORATE; 07=CONFERENCE, ETC.

TITLE; SUBTITLE.

CONTINUATION OF ABOVE

DATE ENTERED ON FILE
YR MO DA

TYPE OF SERIAL
- b none of these
- p periodical
- m monographic series
- n newspaper
- s serial
- c continuation

PUBLICATION STATUS
- c currently published
- d dead
- u status unknown

CURRENTLY BEING RECEIVED
- 1 yes
- 2 no
- 3 unknown

RECORDED WHERE
- 1 cardex
- 2 serials shelf list
- 3 main shelf list
- 4 bound volumes shelf list
- 5 1 and 4
- *6 govpub shelf list
- 7 govpub cardex
- 8 other

EXTENT OF RUN
- 1 complete
- 2 have first issue, incomplete
- 3 no first issue, complete later run
- 4 no first issue, incomplete run
- 5 current only
- 6 2 years only
- 7 other

SOURCE
- 1 dealer
- 2 publisher
- 3 document
- 4 gift
- 5 other
- 6 unknown

VENDOR CODE

NUMBER OF SUBSCRIPTIONS

PRICE/SUBSCRIPTION/YEAR

ORDERED BY
- a library
- b standing order
- c blanket order
- d approval plan
- e subscription
- f service plan
- g membership
- h depository
- i periodical binding plan
- j other
- k unknown

FUNCTION CODE

RENEWAL MONTH

STORAGE FORM
- 1 to be bound
- 2 not to be bound
- 3 looseleaf
- 4 replace, discard old
- 5 replace, return old
- 6 other

FREQUENCY
- b irregular
- d daily
- c semiweekly
- w weekly
- e biweekly
- s semimonthly
- m monthly
- b bimonthly
- q quarterly
- t three times a year
- f semiannual
- a annual
- g biennial
- h triennial
- z other
- n normalized irregular

GOVERNMENT PUBLICATION
- b not a govpub
- f federal/national
- s state/province/department
- l local
- m multilocal
- i international
- n level not determined

LC CARD ORDER NUMBER
prefix — suffix

EDITION

CONTINUATION COMPLETE IN VOLUMES

PHYSICAL MEDIUM
- b book
- a microfilm
- b microfiche
- c microopaque
- d large print
- e newspaper
- f Braille
- g punched paper tape
- h computer magnetic tape
- i multimedia
- j photographic slide
- k reproduction
- l audiotape
- m videotape
- n keysort cards
- o other index cards
- p looseleaf
- q newsletter

NATURE OF CONTENTS (use up to 3)
- b no specified type
- a abstracts
- i indexes
- o book reviews
- b bibliographies
- s statistics
- r directories
- y yearbooks
- c catalogs
- l legislation
- w law reports and digests
- g legal articles
- n cases, case notes
- h biography

EXPLANATION IF NORMALIZED IRREGULAR

PUBLISHER

PUBLISHER'S ADDRESS FOR SUBSCRIPTIONS

!							4	2	2

PUBLISHER'S ADDRESS FOR SUBSCRIPTIONS

!	$	!!	!?			3	1	1

LOCATION A	LOCATION WITHIN A	TYPE OF MATERIAL	CALL NUMBER
arc 1st 2nd 3rd vc mus ucb chem	map ldpc gurgus mmn per ref	atlas index mcard misch mfilm newsp ref tape news	

!						3	1	2

HOLDINGS —CONTINUING TO RECEIVE (incomplete volumes); SEPERATE WITHIN A RUN

!						3	2	1

ADDITIONAL LOCATION, CALL NUMBER

!						3	2	2

HOLDINGS FOR ADDITIONAL LOCATION

!						3	3	1

ADDITIONAL LOCATION, CALL NUMBER

!						3	3	2

HOLDINGS FOR ADDITIONAL LOCATION

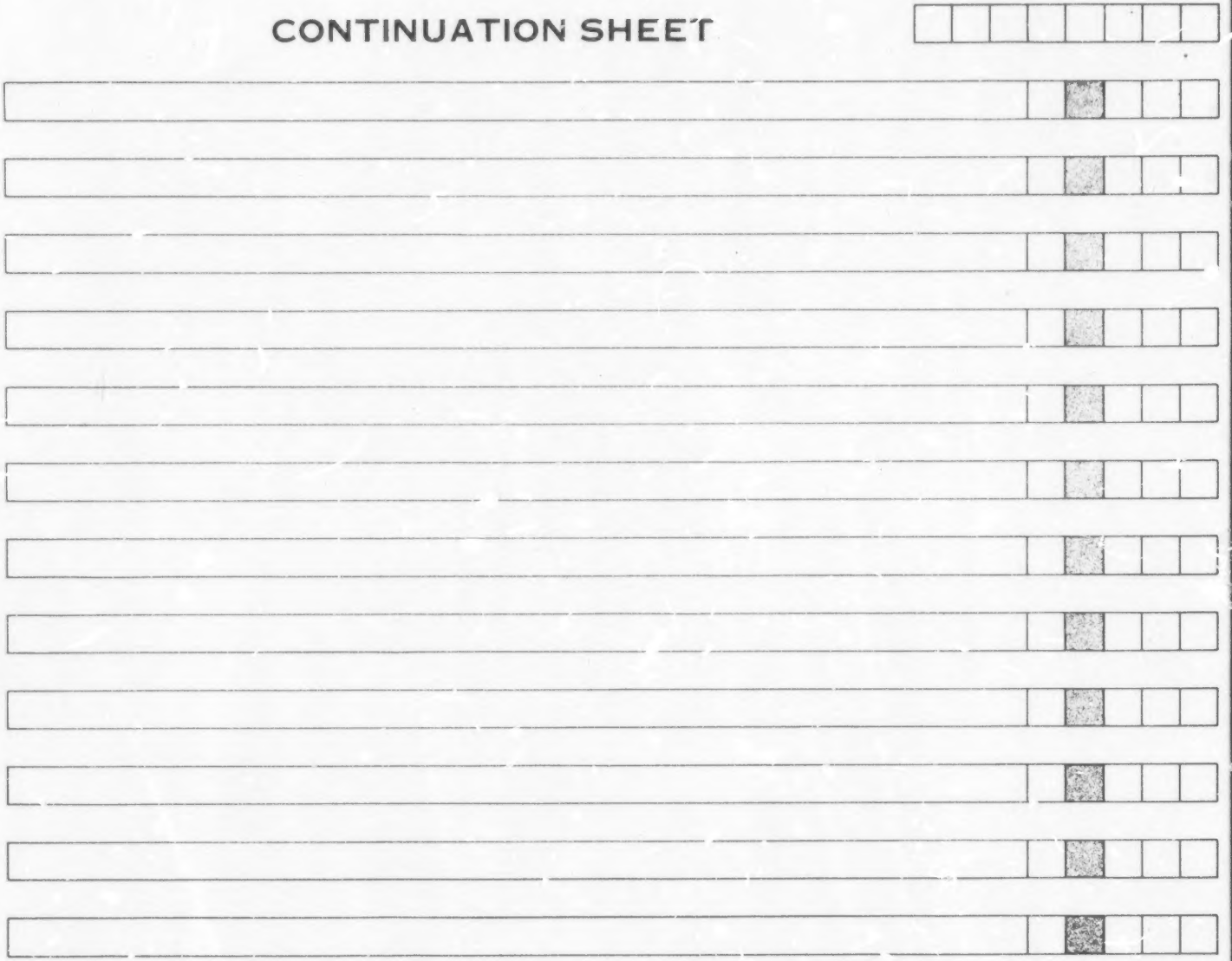
MAKE CROSS-REFERENCES FROM

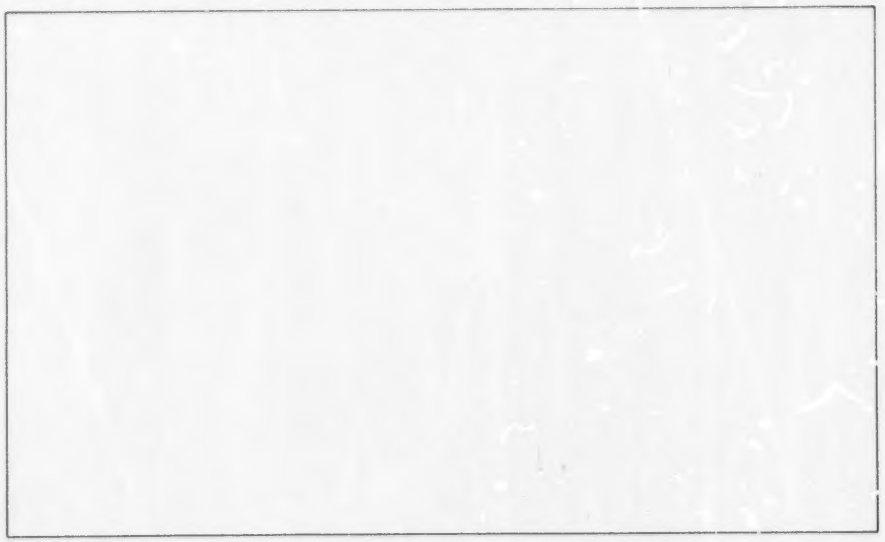
!						5	1	1

!						5	2	1

!						5	3	1

CONTINUATION SHEET





XEROX

MAIN ENTRY, VERSO, IF NEEDED.

CONTINUE ON SECOND SHEET

IF MORE CARDS.

ADVANCES IN BIOLOGICAL AND MEDICAL PHYSICS. 01723500
MANKATO STATE COLLEGE
2ND QH 505.A1A3
V. 1-7; V. 9-

ADVANCES IN BIOLOGY OF THE SKIN. 01723700
MANKATO STATE COLLEGE
2ND QP 88.5.A35
V. 1, 1960-

ADVANCES IN BIOMEDICAL ENGINEERING AND MEDICAL PHYSICS. 01723850
MANKATO STATE COLLEGE
2ND R 856.A3
V. 2, 1969

ADVANCES IN BOTANICAL RESEARCH. 01724000
MANKATO STATE COLLEGE
2ND QK 1.A353
V. 1-

ADVANCES IN CANCER RESEARCH. 01724300
MANKATO STATE COLLEGE
2ND RC 267.A45
V. 10-11, 1967-68; V. 13, 1970

ADVANCES IN CHEMICAL ENGINEERING. 01724900
MANKATO STATE COLLEGE
2ND TP 145.A4
V.8, 1970-

ADVANCES IN CHEMICAL PHYSICS. 01725000
MANKATO STATE COLLEGE
2ND QD 453.A27
V. 1-15; V. 17-18; V. 21-

ADVANCES IN CHEMISTRY. 01725500
MANKATO STATE COLLEGE
2ND VARIES
CATALOGED AS SEPARATES

ADVANCES IN CHEMOTHERAPY. 01725700
MANKATO STATE COLLEGE
2ND 616.8918 AD95C
V. 1, 1964; V. 2,3

ADVANCES IN CHILD DEVELOPMENT AND BEHAVIOR. 01726000
MANKATO STATE COLLEGE
2ND BF 721.A45
V. 1-6

ADVANCES IN COMMUNICATION SYSTEMS; SYSTEMS, THEORY AND APPLICATIONS. 01726400
MANKATO STATE COLLEGE
2ND 621.38 AD95C
V. 1-3

ADVANCES IN COMPARATIVE PHYSIOLOGY AND BIOCHEMISTRY. 01726500
MANKATO STATE COLLEGE
2ND QP 31.A28
V. 1, 1962-

ADVANCES IN ATOMIC AND MOLECULAR PHYSICS. 01723000 01723000111
MANKATO STATE COLLEGE
2ND QC 173.A2543 01723000311
V. 1- 01723000312
IS A STANDING ORDER (FC) 01723000406
THIS WAS PURCHASED IN 1973. 01723000407
DATE OF LATEST INFORMATION 73 02 19
VENDOR CODE 01330 DEPARTMENT CODE 0156
NUMBER OF SUBSCRIPTIONS 01 PRICE PER SUBSCRIPTION $18.01
730219SC12120133001 001801B0156012AA - AAAA 01723000411

ADVANCES IN BIOLOGICAL AND MEDICAL PHYSICS. 01723500 01723500111
MANKATO STATE COLLEGE
2ND QH 505.A1A3 01723500311
V. 1-7; V. 9- 01723500312
DATE OF LATEST INFORMATION 73 01 05
VENDOR CODE DEPARTMENT CODE
NUMBER OF SUBSCRIPTIONS PRICE PER SUBSCRIPTION $17.50
730105 001750 01723500411

ADVANCES IN BIOLOGY OF THE SKIN. 01723700 01723700111
MANKATO STATE COLLEGE
2ND QP 88.5.A35 01723700311
V. 1, 1960- 01723700312
TO BE DROPPED 01723700405
IS A STANDING ORDER (FC) 01723700406
THIS WAS PURCHASED IN 1973. 01723700407
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VENDOR CODE 63700 DEPARTMENT CODE 0153
NUMBER OF SUBSCRIPTIONS 01 PRICE PER SUBSCRIPTION $24.00
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ADVANCES IN BIOMEDICAL ENGINEERING AND MEDICAL PHYSICS. 01723850 01723850111
MANKATO STATE COLLEGE
2ND R 856.A3 01723850311
V. 2, 1969 01723850312
DATE OF LATEST INFORMATION 73 01 05
VENDOR CODE DEPARTMENT CODE
NUMBER OF SUBSCRIPTIONS PRICE PER SUBSCRIPTION $20.00
730105 002000 01723850411

ADVANCES IN BOTANICAL RESEARCH. 01724000 01724000111
MANKATO STATE COLLEGE
2ND QK 1.A353 01724000311
V. 1- 01724000312
DATE OF LATEST INFORMATION 73 01 05
VENDOR CODE DEPARTMENT CODE
NUMBER OF SUBSCRIPTIONS PRICE PER SUBSCRIPTION $12.00
730105 001200 01724000411

ADVANCES IN CANCER RESEARCH. 01724300 01724300111
MANKATO STATE COLLEGE
2ND RC 267.A45 01724300311
V. 10-11, 1967-68; V. 13, 1970 01724300312
DATE OF LATEST INFORMATION 73 01 05
VENDOR CODE DEPARTMENT CODE
NUMBER OF SUBSCRIPTIONS PRICE PER SUBSCRIPTION $24.00
730105 002400 01724300411

	CALL NUMBER	MAIN ENTRY	S I N	DEPT	VENDOR	#	PRICE	TOTAL
REF AS	2.W6	THE WORLD OF LEARNING. 1952; 1958/59- IS A STANDING ORDER (ABEL) THIS WAS PURCHASED IN 1972.	99075000	8330	00980	01	$33.15	$33.15▲
AS	25.T83X	TWENTIETH CENTURY FUND. ANNUAL REPORT. 1970	83410000				$5.00E	$5.00■
REF AS	32.A3	CARNEGIE INSTITUTION OF WASHINGTON. YEARBOOK. 1940-41; 1944-46; 1961-62; 1966-67. TO BE DROPPED	18795000				$10.00	$10.00●
AS	36.C6	COLORADO. UNIVERSITY. THE UNIVERSITY OF COLORADO STUDIES. SERIES A. GENERAL SERIES. V. 21, NO. 4	22394000				$.	$0.00■
AS	36.W7	WISCONSIN ACADEMY OF SCIENCE, ARTS AND LETTERS. TRANSACTIONS. V. 55, 56, 57; 59- INCLUDED IN WISCONSIN ACADEMY MEMBERSHIP, WITH PERIODICAL WISCONSIN ACADEMY REVIEW. IS A STANDING ORDER (EM)	98484700			01	$6.00	$6.00▲
AS	121.R4	RENAISSANCE AND MODERN STUDIES. V. 13, 1969-	72079000				$12.00E	$12.00■
REF AS	591.A3	ISRAEL. NATIONAL COUNCIL FOR RESEARCH AND DEVELOPMENT. CENTER OF SCIENTIFIC AND TECHNOLOGICAL INFORMATION. DIRECTORY. SCIENTIFIC AND TECHNICAL ASSOCIATIONS AND INSTITUTES IN ISRAEL. NO. 2.	42065000				$20.00E	$20.00■
REF AS	911.A2A67	ANNUAL REGISTER OF GRANT SUPPORT. 1969- IS A STANDING ORDER (PURCHASING) THIS WAS PURCHASED IN 1972.	09107500	9130	01330	01	$40.75	$40.75▲
REF AS	911.A2F65	THE FOUNDATION DIRECTORY. 1960, 1964, 1967.	32677000				$15.00	$15.00■
REF AS	911.J6	JOHN SIMON GUGGENHEIM MEMORIAL FOUNDATION. REPORTS OF THE PRESIDENT AND OF THE TREASURER. 1961/62-1969/70	42370000				$10.00E	$10.00■

● DROPPED/CANCELED	■ QUESTIONABLE OBLIGATIONS	▲ PROBABLE OBLIGATIONS	TOTAL
$10.00	$62.00	$79.90	$151.90

STANDING ORDERS -- OVER $100

HOLDINGS AND DATES ARE INCLUDED

A SUMMARY REPORT WILL BE FOUND AT THE END.

DATE 03/30/73

BEST COPY AVAILABLE

	CALL NUMBER	MAIN ENTRY	S I N	DEPT	VENDOR	#	PRICE
		AMERICAN MEN AND WOMEN OF SCIENCE: THE SOCIAL AND BEHAVIORAL SCIENCES. IS A STANDING ORDER (GBEL)	0063520	9130	00000	01	$142.500
REF	KF 6301.A5A4X	AMERICAN FEDERAL TAX REPORTS. SERIES II V. 1-52; SERIES 2? , 1- IS A STANDING ORDER (FC) THIS WAS PURCHASED IN 1972.	0369400	0211	05450	01	$327.00E
REF	KF 135.A64X SER.3	AMERICAN LAW REPORTS. ALR 3D, CASES AND ANNOTATIONS. V. 1- INCLUDES POCKET PARTS. THIS WAS PURCHASED IN 1973.	0379600	8360	00000	01	$101.2
	VARIES	AMERICAN LIBRARY ASSOCIATION. MEMBERSHIP. INCLUDES VARIOUS PUBLICATIONS. THIS WAS PURCHASED IN 1972.	0391300	9130	04760	01	$606.00
REF	G 141.A47	AMERICAN MEN AND WOMEN OF SCIENCE: THE PHYSICAL AND BIOLOGICAL SCIENCES. 1927- 4TH ED.- IS A STANDING ORDER (GC) THIS WAS PURCHASED IN 1973.	0635000	9130	00000	01	$142.50
	AP 2.A4	AMERICAN PERIODICAL SERIES. 1800- PERIODICALS CATALOGED INDIVIDUALLY. EARLIER PART OF SERIES FOUND IN CALL NUMBER AP2.A2A4. THIS HAS BEEN CANCELLED IS A STANDING ORDER (GC) THIS WAS PURCHASED IN 1972.	0705000	9130	0710	01	19[illegible].50
	Z 7913.17	APPLIED SCIENCE AND TECHNOLOGY INDEX. V. 31, 1943- IS A STANDING ORDER (GC) THIS WAS PURCHASED IN 1972.	0852000	9130	07360	01	$301.00
		BIOLOGICAL & AGRICULTURAL INDEX. V.6, 1931- INCOMPLETE CURRENT SUBSCRIPTION HAS BEEN CANCELLED. IS A STANDING ORDER (PURCHASING) THIS WAS PURCHASED IN 1972.	1384000	9130	07360	01	$604.00
REF	Z 2001.B75	THE BRITISH NATIONAL BIBLIOGRAPHY. 1955/59-	1586000				$120.00
REF	HD 6500.B8	BUREAU OF NATIONAL AFFAIRS, WASHINGTON, D. C. COLLECTIVE BARGAINING NEGOTIATIONS AND CONTRACTS 2 VOLUMES (LOOSE-LEAF) THIS W/S PURCHASED IN 1972.	1592000	0211	15750	01	$200.00
REF	HJ 3253.B87	BUREAU OF NATIONAL AFFAIRS, WASHINGTON, D. C. TAX MANAGEMENT PORTFOLIO. NO.1- THIS W/S PURCHASED IN 1972.	1592000	0211	15750	01	$3[illegible].00
REF	HD 807.W5	BUREAU OF NATIONAL AFFAIRS, WASHINGTON, D. C. WHITE COLLAR REPORT. NO. [illegible], AP 3, 1970-	1592650				$1[illegible].00
REF	KF 1775.A6F83	BUREAU OF NATIONAL AFFAIRS, WASHINGTON D.C. ENVIRONMENT REPORTER: CASES. V.1, 1970- IS A STANDING ORDER (GC) THIS WAS PURCHASED IN 1973.	1592690	0162	15750	01	$390.00
	J 87.C14	C I S INDEX. CONGRESSIONAL INFORMATION SERVICE INDEX.	1[illegible]600	0134	[illegible]	01	$4[illegible].00